

## VICTIM NOTIFICATION REQUEST LETTER

RECORDS ADMINISTRATOR  
DEPARTMENT OF CORRECTIONS  
PO Box 5911  
SIOUX FALLS, SD 57117-5911  
(605) 367-5190 OR (605) 367-5140

This request for notice  
involves: \_\_\_\_\_

(Offender Name - Please Print Clearly)

1. Are you a victim or a sentencing judge of this offender? ☐ YES ☐ NO
2. Do you believe you are under threat of physical, emotional or financial harm from the offender? ☐ YES ☐ NO
3. If you answered "Yes" to questions 1 or 2, your request for notice will be kept confidential and you have a choice of two notification options.
4. If you did not answer "Yes" to either question 1 or 2, you may only request option 2.

☐ Option 1 (**Complete Notice**): You will be notified if/when the following activities occur with this offender:

Discharges his/her prison sentence  
Is placed on minimum custody status  
Is removed from minimum custody status  
Is placed on work release  
Is removed from work release  
Dies

Is granted a furlough  
Escapes  
Is returned to custody following an escape  
Is released to parole or suspended sentence  
Is returned to prison as a parole or  
suspended sentence violator

☐ Option 2 (**Release Notice**) - You will be notified when the offender:

Discharges his/her prison sentence  
sentence  
Dies

Is released to parole or suspended  
Is returned to prison as a parole or  
suspended sentence violator

5. Print your name, address and telephone number so that you may be contacted. You will be sent a letter confirming your notification request.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone ( Area Code/Number)      Work Phone (Area Code/Number)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If an offender is released and later is re-incarcerated due to a new conviction you must make a new request. To be notified of any changes in the inmate's status, this form must be signed and returned. A separate form is required for each victim/witness wishing to be notified.

Victim Notification Request Letter

6/17/2003

NOTE: You are responsible to keep the Department of Corrections informed of any change in your address or phone number.